



**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF FLORIDA  
Tampa Division**

**VACANCY ANNOUNCEMENT**

**Judicial Law Clerk to the Honorable Mark A. Pizzo  
United States Magistrate Judge  
\$51,972 - \$80,975\***

**Announcement No.: 06-28 Closes: Open Until Filled Available: September 2006  
Anticipated Length of Clerkship: two year term**

**Position Overview**

The judicial law clerk serves as legal advisor to the Honorable Mark A. Pizzo, United States Magistrate Judge, Tampa, Florida. The judicial law clerk's responsibilities include management of civil and criminal cases, researching issues of law and preparation of memoranda and drafting proposed orders. Judicial law clerks are also responsible for clerical/administrative duties, because chamber arrangements do not include a secretary.

**Minimum Qualification Requirements**

To qualify for the position, one must have the following minimum qualifications: (1) a law school graduate from the top-third of the graduating class with law review membership or publication of a noteworthy article preferred; (2) good character, maturity, and willingness to work long hours; (3) possess excellent skills in research, writing, proofreading, communication and source and cite checking (including use of proper Bluebook form); (4) proficient in computer-assisted legal research; and (5) proficient in Windows and WordPerfect 8.0 or higher with excellent typing skills.

**Information for Applicants**

Applicants should submit a cover letter and current resume with day and evening telephone numbers and one writing sample to the Honorable Mark A. Pizzo, U.S. Magistrate Judge, Attn. 06-28, 801 N. Florida Ave., Tampa, Florida 33602. Resumes must contain GPA and class rank (if provided by the applicant's law school). No transcripts or references required until interview.

All resumes will be considered when received. Selected interviews will be scheduled until the position is filled. Due to the volume of applications usually received, receipt of individual applications will not be acknowledged.

**THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER**

(See reverse side for employee benefits)

\* Starting salary commensurate with legal work experience and prior pay history.

Salary may be higher with previous experience as an elbow law clerk for a federal judge.

Applicants must be U.S. citizen or eligible to work in the United States and are subject to a background check.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

## **EMPLOYEE BENEFITS**

Employees of the United States District Court ARE NOT included in the Government's Civil Service classification. They are, however, entitled to the same benefits as other federal government employees. Some of the benefits are:

- Thirteen (13) days of paid vacation per year for the first three years of employment. Up to 26 days per year thereafter.
- Participation in the federal health insurance program of your choice.
- Participation in a group life insurance program.
- Participation in a group long-term disability insurance program.
- Participation in long-term care insurance program.
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- A minimum of ten (10) paid holidays per year.
- Prescribed salary progression through classification level based on acceptable performance.
- Time in-service for employees of other federal agencies, as well as time for those with prior military service, will be taken into consideration when computing leave accrual and retirement benefits.

The United States District Court for the Middle District of Florida serves a 35-county area in mid-Florida, with a population in excess of seven million people. The Clerk's Office is headquartered in Orlando, with full time divisional offices located in Tampa, Jacksonville, Ocala, and Ft. Myers, Florida. The Clerk's Office is responsible for providing clerical and administrative support to all areas of the federal judicial administrative process.